

# Didja Know?



As you are walking to the Ticket Counter at the airport, didja ever suddenly wonder.....?



OMG!!!! Have my airline tickets been cut?

Not sure?

Well, help is here.

# Have My Tickets Been Issued?

We all receive a ton of emails from The Defense Travel System.

And because of that, sometimes I think we start to ignore them.



# Have My Tickets Been Issued?

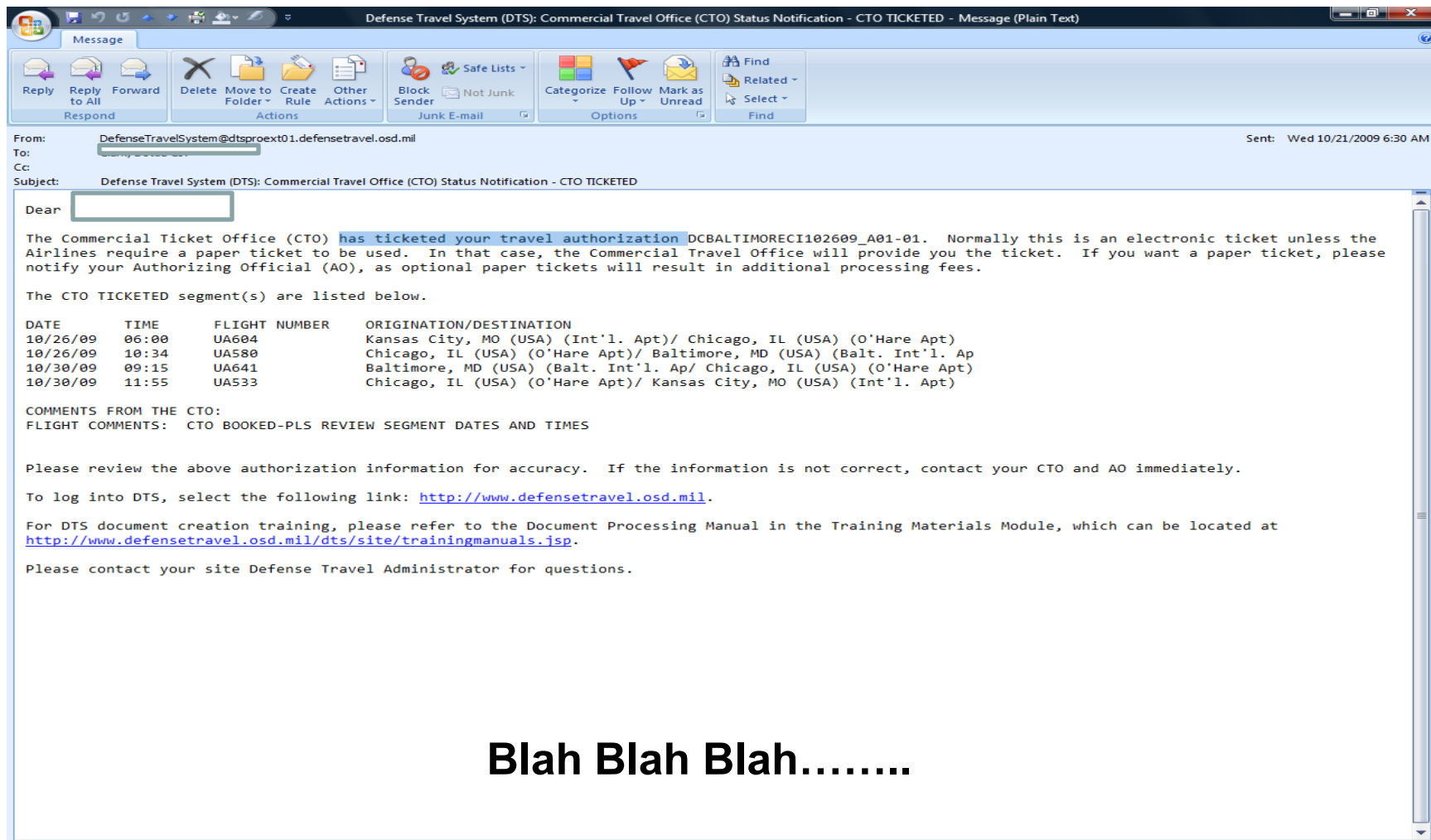
And even though sometimes they read like some kind of cryptic message, you really really need to read them.



# Have My Tickets Been Issued?

About 3 working days before you are due to fly out, you should receive an email that looks something like this one.....





# Have My Tickets Been Issued?

If you didn't receive this message, you better make a call to Carlson WagonLit before you head for the airport.



# Have My Tickets Been Issued?

**1-866-832-8692**



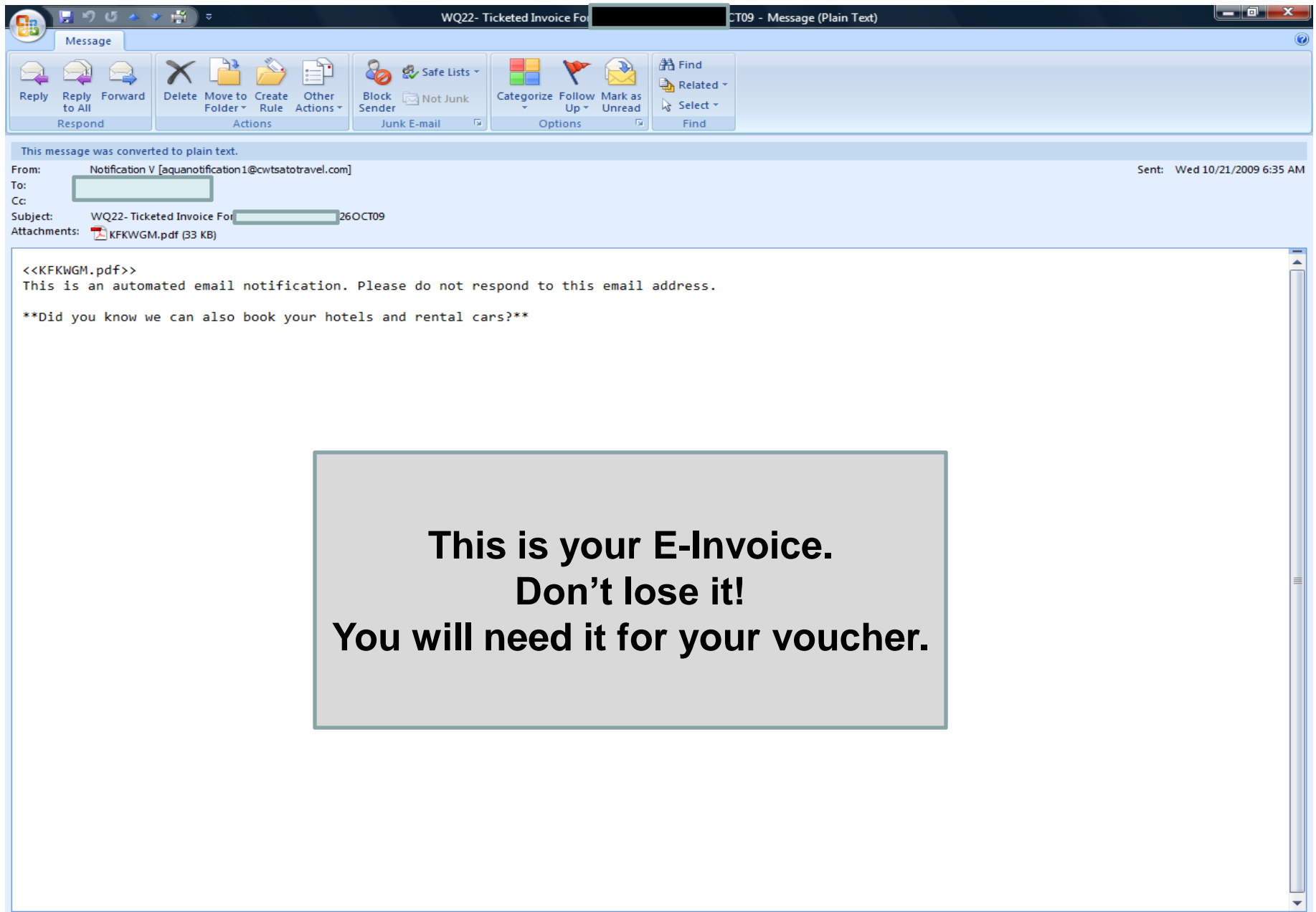


# Have My Tickets Been Issued?

You should also receive an E-Invoice about the same time you are notified that your tickets have been issued.

It should look something like this.....





# Have My Tickets Been Issued?

Or maybe you received an email like this...



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From: Notification V [mailto:aquanotification1@cwtsatotravel.com]  
Sent: Wednesday, October 21, 2009 2:41 AM  
To:   
Subject: REMINDER-Action Needed to Process Ticket for HCRYHU



<<HCRYHU.pdf>>

CWTSatoTravel is unable to issue your ticket for one of the following reasons: missing form of payment or missing travel order/authorization. Your ticket will not be issued without this required information. Contact CWTSatoTravel to provide the missing data. If the data has been submitted, please disregard this email. Thanks you.

Classification: UNCLASSIFIED

Caveats: NONE

**OMG! What's wrong?**

# Have My Tickets Been Issued?

First: There's no crying in DTS!

Second You need to do these two things....



# Have My Tickets Been Issued?

First: Look in DTS and determine if the authorization was approved.

Second: If it was, fax it to Carlson.

1-866-786-9828



# Have My Tickets Been Issued?

If it has not been approved, contact your  
Organizational DTA..... A.S.A.P.

After it is approved fax it to Carlson. They  
need it!

1-866-786-9828



# Have My Tickets Been Issued?

Did you know: If you do not have a Government Travel Card, you must fax your orders to Carlson so that they can issue your ticket.





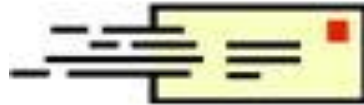
# Have My Tickets Been Issued?

Did you also know: If you have Carlson book your tickets, they might need you to fax them a copy of your orders.

So, just plan on faxing your orders in this situation.



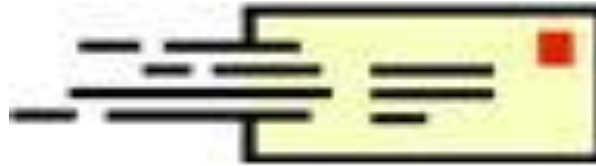
# You've Got DTS Email!



Please READ all of your DTS emails.

There might be something you need to  
DO!

# You've Got DTS Email



Such as:

“Your Voucher has been returned by SGT  
Snuffy because.....”

# You've Got DTS Email!



So, if you do not understand what the  
DTS message is saying, call your  
Organizational DTA.

# You've Got DTS Email!



Who is your Organizational Defense  
Travel System Administrator?



Your Organizational Defense Travel System Administrator is someone in your shop, unit or office that has been trained to advise and help you with your DTS problems.



So, don't ignore those messages.

It could be the different between  
traveling or ... Not.

Or getting your voucher paid ... or  
NOT.



Happy Trails to you!